Joint Military Services Special Interest Session

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Army Civilian Training, Education, and Development System (ACTEDS)

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http://appd.amedd.army.mil/acteds.htm

Civilian Personnel Proponent Division (CPPD)

- Established in 1992
- Responsibilities:
  - -- Strategic planning
  - -- Involved in personnel inventories
  - -- Eight life-cycle management functions
  - -- Recommend appropriate civilian force structure
  - -- **Development of ACTEDS Plans**

Army Civilian Training, Education, and Development System (ACTEDS)

- What is an ACTEDS Plan?

-- An ACTEDS plan provides planned development of civilians through a blending of progressive and sequential work assignments, formal training, and self-development for individuals to progress from entry to advanced levels.

Your Roadmap to Career Development

ACTEDS

- What can ACTEDS do for you?
  - -- Provide a roadmap for career progression from entry level to target level positions.
  - -- Identify training courses and competencies needed at each grade level.
  - -- Make employee more competitive for career advancement.
  - -- Support mission accomplishment.

- Civilian Career Development Study:
  - -- 66% of employees surveyed want a career development plan.

ACTEDS Plan Development

- GS-669, Medical Records Administrator ACTEDS Plan
  - Created July 1997
  - Updated - Apr 2004

- GS-675, Medical Records Technician ACTEDS Plan
  - Published - Dec 2004

ACTEDS PLAN PREPARATION

Start →

- APPD/Functional Officials, select occupational series for ACTEDS developme
- APPD
  - Conducts occupational series research
  - Creates ACTEDS template
  - Requests SMEs from Corp Reps
  - Coordinates with SMEs

→

- SMEs review template and provide data to APPD.
- All ACTEDS Plans contain::
  - ✓ Master Training Plan Matrix
  - ✓ Education/Course Descriptions
  - ✓ Competencies
  - ✓ A Career Ladder
  - ✓ Key Positions
  - ✓ **Individual Development Plan**

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- APPD
  - Finalizes ACTEDS Plan
  - Staffs with Functional Officials
  - Obtains Functional Chief's signature
  - Posts ACTEDS Plan to website
  - Sends memos to employee's home address announcing completion of ACTEDS Plan

Individual Development Plan (IDP)

- Written blueprint used to enhance current performance and prepare the employee for performance at higher levels.
- Supplements annual career appraisals by recommending training, education, or other development activities.
- Progressive, sequential, and addresses the training, education, and career development activities that will make the employee highly competitive for career advancement.
- Supervisor and employee both have a responsibility for completion of IDP objectives.
- Improves communication between supervisor and employee.

Individual Development Plan (IDP)

- Four-step process that involves continuous two-way communication between supervisor and employee.

  Step One: Determine Developmental Objectives
  Step Two: Explore Development Options and Select Activities
  Step Three: Prepare IDP and Hold Development Discussion
  Step Four: Take Action and Monitor Progress

- **An IDP is not a binding contract.**

- The IDP process is an ongoing, continuous process of growth and development.

Mentoring

- Army Definition of Mentorship: The voluntary, developmental relationship that exists between a person of greater experience and a person of lesser experience.

- Advantages include:
  - ✓ Improved individual performance
  - ✓ Improved retention
  - ✓ Improved personal and professional development
  - ✓ Improved career progression

Mentoring

- Civilian Career Development Study
  - -- 61% Interested in having a mentor
  - -- 69% Interested in serving as a mentor
  - -- 96% Mentoring adds value to an organization and to employees
- AKO Mentorship Resource Center: www.armyg1.army.mil/hr/mrc.asp
- Mentoring for Civilian Members, DA Pam 690-46: http://www.usapa.army.mil/pdffiles/p690_46.pdf
- Army Mentorship Handbook:

  http://www.armyg1.army.mil/hr/leadership/Army%20Mentorship%Handbook%20200

ACTEDS
Medical Records Functional Officials

- Functional Chief (FC) for GS-669 and GS-675
  - BG Sheila Baxter, Chief, Medical Service Corps

- Functional Chief Representatives (FCR)
  - Ms. Terry Foley GS-669
  - Mr. Royce Staley GS-675

Published ACTEDS

- **GS-180** Psychologist
- **GS-185** Social Worker
- **GS-610** Registered Nurse
- **GS-620** Licensed Practical Nurse
- **GS-621** Nursing Assistant
- **GS-669** **Medical Records Administration**
- **GS-670/671** Health System Admin/Health System Spec
- **GS-673** Hospital Housekeeping Management
- **GS-675** **Medical Records Technician**
- **GS-683** Dental Lab Technician
- **GS-690/640** Industrial Hygiene/Industrial Hygiene Tech

Total Civilian Employees Covered by ACTEDS Plans: **7,741**

ACTEDS Plans in Development

- Scheduled for Completion in FY06
  - GS-660 Pharmacist
  - GS-661 Pharmacy Technician
  - GS-681 Dental Assistant
  - GS-682 Dental Hygienist

Total Civilian Employees Covered: **2,003**

Civilian Career Development Study

- Survey was conducted to evaluate effectiveness of civilian career development in support of The Surgeon General's Balanced Score Card.
- Conducted: January – June 2004 at 11 MEDCENs/MEDDACS
- Personnel surveyed were covered by the following 7 ACTEDS:

GS-610	Nurse
GS-669	Medical Records Administration
GS-670/671	Health System Admin/Health System Spec
GS-673	Hospital Housekeeping Management
GS-690/640	Industrial Hygiene/Industrial Hygiene Tech

Total ACTEDS Employees	-- 3,536
Study Participants	-- 457 (13%)

Study Analysis

- 70% Not familiar with ACTEDS
- 71% Not familiar with IDPs
- 12% Currently use ACTEDS
- 66% Would like to use ACTEDS
- 43% Did not know what training was available
- 61% Would be interested in having a mentor
- 70% Lack of funding for training

Websites

- To access ACTEDS Plans:
  - ✓ Go to the APPD website: http://appd.amedd.army.mil/acteds.htm

- For additional Civilian Personnel Information:
  - ✓ Go to : **http://cpol.army.mil**

The Army Civilian Creed

I am an Army Civilian – a member of the Army Team
I am dedicated to the Army, its Soldiers, and Civilians
I will always support the mission
I provide stability and continuity during war and peace
I support and defend the Constitution of the United States
and consider it an honor to serve the Nation and its Army
I live the Army values of Loyalty, Duty, Respect, Selfless
Service, Honor, Integrity, and Personal Courage
I am an Army Civilian

Questions?